

Final Paper Preparation and Submission Instructions

Dear Author,

Congratulations for the acceptance of your paper for publication in the proceedings of the 2013 International Conference on Computer, Information and Telecommunication Systems to be held on May 7-8, 2013, in Piraeus-Athens, Greece.

The following information is provided to help you in the preparation and submission of your final paper as it will be published in the proceedings of CITS 2013. Please follow all **STEPS** to insure that the submission process is completed successfully.

STEP 1: Important Dates:

- At least one author per paper must pay the [registration](#) fee by **April 12, 2013 (HARD)**.
- Registration is required for the publication of your paper; failure to register will result in your paper being removed from the proceedings.
- Final manuscripts must be submitted by **April 12, 2013 (HARD)**.

STEP 2: Formatting Your Paper

The papers of CITS 2013 will be electronically published by **IEEE Xplore**. This means that accepted papers must exactly fulfill the IEEE requirements regarding the final submitted version. The maximum length is **5 pages**. Extra pages will be charged extra fees.

Please follow strictly the following steps:

1. Modify your paper according the reviewers comments and generate the Camera-Ready version of your paper using one of these [NEW templates](#) (please use A4 paper size templates, no page numbers, no headers, no footers)
2. Generate a PDF version of your Camera-Ready paper from step 1 and validate it using the PDF eXpress tool. (You can also use PDF eXpress tool to generate the PDF version). Please go to the IEEE PDF eXpress site at <http://www.pdf-express.org/>
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Very important note: PDF eXpress is not a file submission system and does not capture files. An author's file simply passes through the system returning a PDF file or an error report. After using PDF eXpress you will still need to submit the IEEE Xplore-compatible PDF file of your final paper later in this publication submission process (see Step 5).

ATTENTION: Papers not using the right template or that do not pass the IEEE PDF eXpress checklist will be **excluded** from the conference and the proceedings.

STEP 3: Renaming your PDF File for Submission

Once your paper has been converted into an IEEE Xplore-compatible PDF file, you will need to rename your file for final submission as follows:

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where 1234567890 is your EDAS paper number (contained in the acknowledgement message to your submission) and surname is the author last name.


Example: If author John Brown has EDAS paper number 1234567890 accepted, the names of the files should be:

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STEP 4: Submitting a Signed Copyright Release Form

Copyright Form: Every CITS 2013 paper accepted for presentation and publication **MUST** have attached to it an IEEE Copyright transfer form. You are required to submit the IEEE Copyright transfer form by **April 12, 2013**. Failure to submit the IEEE Copyright transfer form by the deadline will result in an automatic withdrawal of your paper for presentation and publication.






Please follow the steps below to submit your IEEE Copyright transfer form electronically:

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3. Click on the "**My Papers**" menu item at the top of the page. This will produce a list of all your papers on the EDAS system.
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STEP 5: Final Paper and File Submission.

Final Paper Submission: You are required to submit the IEEE Xplore-compliant PDF file of your final paper by **April 12, 2013 (HARD)**. Failure to meet the deadline will result in an automatic withdrawal of your paper for presentation and publication.

Please follow the steps below to submit your final paper electronically:

1. Go to the on-line submission system [EDAS](#) and log-in using your EDAS account (this should be the same account you have used to submit the initial paper proposal). Your username will be your email. If you cannot remember your password then ask EDAS to email it to you by following the link [EDAS PASSWORD REMINDER](#).
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6. Click on the "Upload Manuscript" icon  within the "Final Manuscript" field. This will take you to a new page. Click on the "Browse" button and browse to your IEEE Xplore-compliant final PDF file. Click on the "Upload Manuscript" button to upload the selected file to the system. Depending on the size of your file and your internet connection speed, the file upload may take a few minutes. If the file is uploaded successfully then a confirmation message will be displayed. You will also receive an e-mail confirmation with the details of your submission. If you do not see the confirmation page after uploading your file, you may not have successfully completed your file upload. If you encounter trouble, please contact the conference secretariat.

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